

DOTD ADDITIONAL PAY TOOLS (PPM #52)

Contact Toby R. Comeaux with HQ HR at (225) 379-1291 for more information or assistance.

Problem	Solution
I can't fill a critical vacancy!	Under CS Rule 6.16.2, and with agency approval, you may offer up to a 10% base pay adjustment or lump-sum bonus to a permanent employee to accept a critical vacancy. Employee must commit to position for a minimum of 1 year. The 10% bonus is in addition to any money he/she would receive upon promotion to the position. (Refer to PPM #52 for approval process.)
I want to hire someone who is exceptionally well qualified for my vacancy; however, he/she won't come to work for the minimum starting salary.	Under CS Rule 6.5g, you may offer candidates with exceptional/extraordinary qualifications a salary up to the 3rd quartile of the range. Appointing authorities may make job offers after ensuring that all policy requirements have been met and submission of a letter of justification to HR for CS post-auditing reasons. This tool may be utilized at the time of hire or at anytime within the employee's first year of employment. (Refer to PPM #52.) A 6.5g worksheet is available on the HR Intranet site under "job aids" and required for review along with the applicant's application, and request memo signed by the appointing authority.
One of my employees just advised me that he/she has a job offer. What can I do to retain him/her?	Under CS Rule 6.16.2, you may offer up to a 10% base pay adjustment to a permanent employee who has a bona fide job offer from a private or non-state public entity. Employees will be required to complete an outside job offer questionnaire and present this information to SCHR members at the next regular scheduled monthly meeting following obtainment of a job offer. The employee's supervisor must complete a Supervisor Questionnaire when requesting a base pay adjustment due to an outside job offer. If 10% is insufficient to match a verified job offer, DOTD may grant 10% and request an additional amount from the CS Commission. The job offer must be valid for SCHR to review.
I've advertised my vacancy several times, but am having a hard time hiring someone willing to accept the starting salary. Is there anything that can help me recruit for these positions?	First, is there a Special Entrance Rate (SER) for these positions? If not, contact HR to discuss the possibility of establishing one. If an SER already exists, there are two options available to you: (1) Request an increase in the SER. (2) Request that new hires be granted a 10% base pay adjustment upon attainment of permanent status. Both of these options require SCHR review and recommendation with final approval from the Undersecretary. (CS Rule 6.16.2)
I'm having a difficult time retaining employees in a certain classification. Is there anything that can help me retain them?	First, is there Premium Pay for these positions? If not, contact HR to discuss the possibility of establishing premium pay. If premium pay already exists, there are two options available to you: (1) Request an increase in the premium pay or how it is calculated (all hours worked, 40 hours per week, etc.) (2) Request that employees (only permanent will qualify) be granted up to a 10% base pay adjustment. Both of these options require SCHR review and recommendation with final approval from the Undersecretary. (CS Rule 6.16.2)

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I need to assign additional duties to an employee, but I want him/her to receive compensation for these additional duties. Is this possible?	Under CS Rule 6.16.2, appointing authorities may request up to a 5% base pay adjustment or up to 5% lump-sum payment for performance of additional duties, either temporary or permanent. These requests require SCHR review and recommendation with final approval from the Undersecretary. Requests for more than 5% must go to the CS Commission for approval. The Optional Pay for Additional Duties Questionnaire is attached to PPM #52 and is also required prior to review. Additional duties must be substantial in nature, required by the agency, and ineligible for compensation under another action, i.e. reallocation, detail, etc. HR may recommend higher or lower pay adjustments based upon the level of duties performed.
I have a junior or subordinate employee who is making more money than a senior or supervisory employee. Is there anything I can do to adjust the senior employee's/supervisor's salary?	Under CS Rule 6.16.2, appointing authorities may request up to a 10% base pay adjustment for a senior employee/supervisor who earns less than a junior employee/subordinate due to a specific pay adjustment granted the junior or subordinate employee. The senior employee/supervisor must possess comparable credentials and be in the same career field as the subordinate/junior employee, and be in the same District/Section and Gang. <u>Requests to adjust salaries of employees in the same job title will not be considered. Additionally, pay differentials caused by reallocations, merit increase, or other movements will not be considered as valid.</u> These requests require SCHR review and recommendation with final approval from the Undersecretary.

Any requests for pay adjustments which exceed amounts allowed by policy or which are not specifically covered under PPM #52 must be approved by the Civil Service Commission. These requests are first reviewed by the SCHR for consideration and recommendation with final concurrence from the Undersecretary and then forwarded to Civil Service for placement on the next available Civil Service Commission agenda. Full written justification must accompany these requests.

Special Entrance Rates (SERs) and Premium Pay

In order to solve recruiting and retention issues, DOTD may establish SERs based on recruiting difficulties and Premium Pay based upon retention difficulties. SERs are not used to resolve retention problems, but rather to address specific recruiting issues or a combination of recruiting and retention issues. SERs must be approved by Civil Service staff at least two weeks prior to implementation. In certain cases, DOTD may be required to request SERs from the CS Commission. Once an SER is established, all new hires and existing employees cannot be paid below that rate. Provided funds are available, existing employees above the SER may have their salaries adjusted by a rate not to exceed the % difference between the current starting salary and the SER. As a rule of thumb, salaries of affected employees are adjusted by 4%. Premium Pay requests must be approved by the Civil Service Commission; DOTD does not have delegated authority to implement such pay. All requests must include documentation of significant turnover, evidence of consistent difficulties in recruiting/retention, as well as specific rates of requested pay.

For more information about PPM #52 and available pay tools, please contact Toby R. Comeaux, HR Supervisor,
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